EMPLOYER DEMOGRAPHICS

From the TRF homepage at www.in.gov/trf, click on Employer Secure Login:



Figure 1 - TRF Homepage

On the Login Page (figure 2), enter your **Employer Email Address** (user name) and **Employer Password**. Your **Employer Email Address** is your full e-mail address. Initially, your **Employer Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. If you have any trouble with your password please use the *Forgot Password?* option on the page and a new password will be emailed to you.

Note: The first time you log in, you will be required to change your password.

	TEACHERS' RETIREMENT FUN
ogin Page	
Please Enter Your Email Address and Pas	sword
Required Field	
Employer Email Address	
Login Clear	
Login Help Forgot Password?	

Figure 2 – Login Page

Once you log in and change your password, you will be linked to your Employer Information page (figure 3). On your Employer Information page, all of your designated access rights, including Employer Demographics, will be listed on the left side. Select *Employer Demographics*.



Figure 3 – Employer Information Page

On the Employer Demographics page (figure 4), there are instructions at the top of the page on how to add, delete or modify user accounts and employer information. <u>Note</u>: You must always have a registered contact for the **Superintendent, Treasurer, Part II**Contact and P31 Contact. If you need to delete any of those contacts, you must first add a new contact for that contact type before deleting the existing contact.

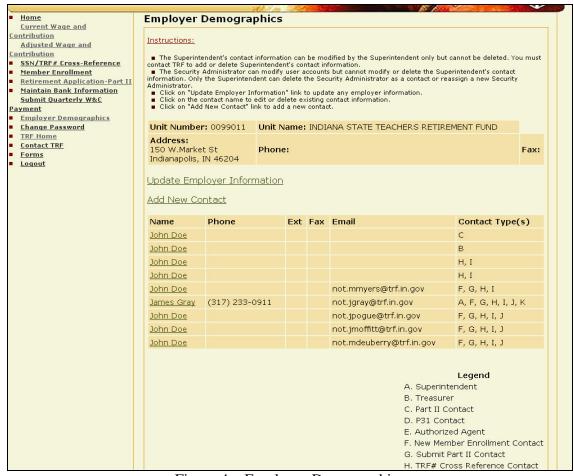


Figure 4 – Employer Demographics

On the Employer Demographics page, you can select any of the existing contacts by clicking on the name. You can then assign one of them as a Security Administrator by using the Legend at the bottom of the page. Only the Superintendent and up to one additional Security Administrator can modify user accounts and employer account information. However, as stated in the instructions at the top of the web page, the Security Administrator has limited access to modify the Superintendent's information.

To modify an existing user's account, click on the user's name and you will be linked to the Edit Existing Contact page (figure 5).

TEACHERS' RETIREMENT FUND					
Edit Existing Contact					
	Complete employee contact data in the fields provided. Select the "Save Changes" button to save your data.				
NOTE: You cannot add new users on this page. To add a new user please use the "Add New Contact" link on the "Employer Demographics" page.					
<u>11</u>	* - Required Field				
	*First Name	James			
	Middle Name				
	*Last Name	Gray			
	*Phone [(317) 233-0911				
	Ext				
	Fax				
	*Email not.jgray@trf.in.gov				
	*Contact Type				
	Available Selected		Selected		
	Authorized Agent New Member Enrollment F3T Contact Part II Contact Pay P3T Contact Security Administrator Submit P3T Contact Submit P3T Contact Submit Part II Contact Superintendent Treasurer TRF Number Cross Refer	Select -> Remove <-	New Member Enrollment Contact Pay P31 Contact Security Administrator Submit P31 Contact Submit Part II Contact Superintendent TRF Number Cross Reference Contact		
		Save Changes Delete Contact	Reset Cancel		

Figure 5 – Edit Existing Contact Page

On the Edit Existing Contact page, you can modify or delete existing user information. The *Available* side displays all of the available contact types and access rights for online features. The *Selected* side displays the access rights and contact types that are already assigned to the particular contact. To add or remove access rights or contact assignments for a user, simply select the access right or contact type and click on the *Select* or *Remove* buttons in the middle (circled in green). You can delete the contact entirely by clicking on *Delete Contact* at the bottom of the page.

Once your changes are complete and you selected *Save Changes*, you will be prompted to confirm your changes at the Confirm Contact Information page (figure 6). <u>Note</u>: Some fields are required and designated with an asterisk and there are some other restrictions that may be identified when you click *Confirm Changes*. These restrictions are detailed in a pop-up window with the error message and must be corrected before the information can be saved.



Figure 6 – Confirm Contact Information Page

If the all of the data is correct, click the *Confirm Changes* button and the data will be saved (Figure 7).

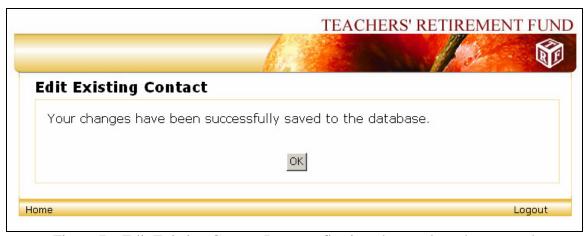


Figure 7 – Edit Existing Contact Page confirming changes have been saved

If additional changes are needed, click *Make More Changes* and you will be returned to the Edit Existing Contact screen (figure 5).

To make changes to your employer/school information such as the address, fax number, phone number, etc., click on the *Update Employer Information* link on your Employer Demographics page (Figure 4).

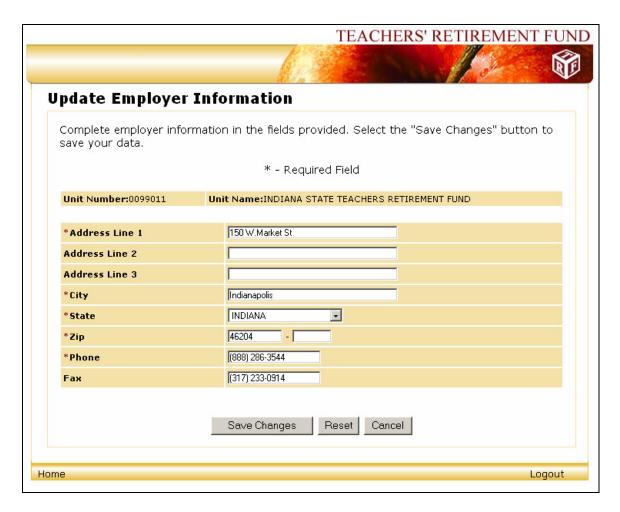


Figure 8 – Update Employer Information Page

This will display your current employer demographics information on your Update Employer Information page (Figure 8). To make changes on this page, simply type over the existing information you would like to change and select the *Confirm Changes* button. Note: Some fields are required and have restrictions that may be identified when you click *Confirm Changes*. These restrictions are detailed in a pop-up error message and must be corrected before the information can be saved.